

**Montgomery County Fire and Rescue Service
Montgomery County, Maryland**

FIRE/RESCUE TRAINING ACADEMY



COURSE INFORMATION PACKET

**CLASS REVISIONS,
ACCESS ONLINE CLASSES,
COURSE REGISTRATION
INSTRUCTIONS,
COURSE DESCRIPTIONS
AND PREREQUISITES**

Effective April 23, 2008

MEMORANDUM

April 23, 2008

TO: Division Chief Wm. Alan Hinde, Division of Volunteer Services
All LFRD Training Coordinators
All MCFRS Fire and Rescue Stations

VIA: Assistant Chief R. Michael Clemens
Training Officer

FROM: Captain Audrey S. Deputy
Training Course Coordinator

SUBJECT: Course Descriptions, Hours and Prerequisites

This document serves to clarify, update and reduce the confusion surrounding registration and requirements for training curriculums offered at the Fire/Rescue Training Academy. The following are attached:

- Class Revisions (Attachment A)
- Blackboard Instructions (Attachment B)
- Registration Process (Attachment C)
- Course Descriptions, Number of Hours and Prerequisites (Attachment D)

This document should improve the training process. Please contact me with any questions, concerns, suggestions or comments regarding this update.

ASD

CLASS REVISIONS

The following is a list of changes made to the curriculum offered at the Fire/Rescue Training Academy:

1. Blood/Air Borne Pathogens is now online. Follow the same instructions as those used for EEO and the Law. The last Blood/Air Borne Pathogens class to be offered at the Fire/Rescue Training Academy will be June 25, 2008. The remaining scheduled classes for the year are CANCELED. If you have any problems with the course, please contact Capt. Audrey S. Deputy via email at Audrey.Deputy@montgomerycountymd.gov. If you have any problems with the use of Blackboard, please email Capt. Chuck Bartlett at Chuck.Bartlett@montgomerycountymd.gov. Attached is a copy of the Blackboard instructions for both EEO and the Law, and Blood/Air Borne Pathogens (Attachment B).
2. Personal Protective Equipment class will now be offered as part of the EMT-B class as well as in the Firefighter I class. There are no more stand alone PPE classes. If there is anyone who needs the PPE class only, the LFRD Training Coordinator may contact Ms. Kristine Mackie at Kristine.Mackie@montgomerycountymd.gov for the approximate dates of future PPE classes. If they are going to take only the PPE class, and not the EMT-B or Firefighter I class, they must still use the proper registration process (Attachment C) to register for the PPE class. This change was made in order to reduce the number of days and evenings personnel would have to travel to the academy for training.
3. Cultural Diversity – Starting in July 2008, Cultural Diversity will be given every other month. For the rest of 2008, Cultural Diversity will be offered in July, September, and November. It will continue to be offered every other month from now on. Please remove your course announcements offering Cultural Diversity for August, October, and December of 2008.
4. Essentials of Firefighting will now be offered as Firefighter I and Firefighter II. This is solely to stay consistent with MFRI. Administratively, we need to keep these courses separate. They each will have their own set of paperwork. The course itself has not changed. It is our intent that these courses be taken together. Students will need to register for each class separately, Firefighter I and Firefighter II. Student's who are registered for both classes, will be given the priority over a student who is registering for only one of the classes.
5. Pumps & Hydraulics – will be the 30 hour MFRI course.
6. Aerial Apparatus Operator – will be the 30 hour MFRI course.
7. EMS Company Level Operations – will not be offered this year pending Council action to eliminate. Strategies & Tactics will meet this requirement.

BLACKBOARD INSTRUCTIONS TO ACCESS EEO AND BLOOD/AIR BORNE PATHOGENS COURSES

STUDENT REGISTRATION:

LFRD Training Coordinators must send the student's Personal Data Sheet to the Registrar before you can receive credit for the course.

1. Contact Captain Bartlett (Command Competency Coordinator) at Chuck.Bartlett@montgomerycountymd.gov.
2. Provide your name, LFRD, Fire Department ID number and a password.
3. Retain your Fire Department ID, which is your user name, and your password.
4. The Command Competency Coordinator will register you, send an E-mail confirming your registration and provide you with a PDF file with log-in procedures.
5. If you are already registered in Blackboard through another institution, submit your Fire Department ID, your current password and the Command Competency Coordinator will "Enroll" you in the course.

COURSE LOGIN:

Once you are registered on Blackboard (you received an E-mail with this attachment);

1. Go to **<http://coursesites.blackboard.com>** which will give you Blackboard's Welcome to CourseSites®.
2. In the "login here" box enter your Fire Department ID in the username space and your password in the password space.
3. Once you have logged in you should see a box titled "My Courses". Click on Montgomery County Fire and Rescue EEO and the Law or Blood/Air Borne Pathogens.
4. This will take you to the Announcements page. Follow the instructions to continue with the course. The course material can be found by clicking on the "Course Documents" tab. The course material is a Power Point document. Each section can be opened by left clicking on the lower heading that ends in ppt. This will display the pointing finger when the mouse pointer rests on it. You can move from page to page by left clicking the mouse. You must mark each item in the "Course Documents" section as reviewed. **If you do not check the "Mark Reviewed" button, you will not be able to view the next course item.**
5. The test is in the "Assignments" section of EEO and the Law.
6. Once you have reviewed the material and taken the test you can log out of the course by clicking on the X box in the upper right hand corner and then logging out.
7. The course can be halted at anytime. You may return at your convenience. If you must stop while taking the test, make sure you save your answers before leaving.
8. When you have completed the course and test, contact Captain Bartlett via E-mail advising him of each course completion, your grade and ID number. Your information will be verified and then forwarded to the Registrar. Credit will be given only after the Personal Data Sheet is received from your Training Coordinator.

Remember to do your own work. Because this is an electronic course your visit to the course site can be reviewed.

MCFRS FRTA INSTRUCTIONS FOR COURSE REGISTRATION

Volunteer Members:

1. Read through Course Announcement and verify that prerequisites are met.
2. Complete a MCVFRS Course Registration Application form for each course you would like to attend.
3. Turn in the MCVFRS Course Registration Application form to the LFRD Training Coordinator for processing and nomination. **DO NOT** send these forms to the FRTA Registrar.

LFRD Training Coordinators:

1. Verify that the course registration form has correct and appropriate information such as correct spelling of names, fire identification number and correct course codes and dates.
2. **Verify the member meets the designated prerequisites for the requested courses.**
3. Prioritize the member applications on the Training Course Nomination Form with the first name indicating the highest priority for registration.
4. Send the Training Course Nomination Form to the Registrar at the Montgomery County Fire/Rescue Training Academy. You may send these forms through the inter office mail, fax to 301-279-1795 or attach an electronic copy to an email to Kristine.Mackie@montgomerycountymd.gov.
5. The electronic forms and course announcements can be found on the MCFRS FRTA website: <http://www.montgomerycountymd.gov/firerescue/psta>.

Career Personnel:

1. Obtain a MCFRS Course Registration Application form from the website www.montgomerycountymd.gov/firerescue/psta or refer to the hard copy at your station.
2. Read through the Course Announcement and verify that prerequisites are met.
3. Complete a MCFRS Course Registration Application form for each course you would like to attend.
4. Send the MCFRS Course Registration Application form to the Registrar at the Montgomery County Fire/Rescue Training Academy. You may send these forms through the inter office mail, fax to 301-279-1795 or attach an electronic copy to an email addressed to Kristine.Mackie@montgomerycountymd.gov.



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett
County Executive

Thomas W. Carr, Jr.
Fire Chief

FIRE/RESCUE TRAINING ACADEMY **LIST OF CLASSES AND PREREQUISITES**

Blood/Air Borne Pathogens – 3 hours

Course Description – The student will be able to recognize the presence of blood/air borne pathogens, and have the knowledge needed to protect against them. This course will discuss infectious diseases such as AIDS, Hepatitis, Tuberculosis and Meningitis. Emphasis will be placed on body substance isolation, cleaning and decontaminating procedures as well as exposure treatment and follow-up procedures.

Prerequisite: Personal Data Sheet on file at the FRTA.

Equal Employment Opportunity/Affirmative Action and the Law (EEO/AA) – 3 hours

Course Description – The course will discuss information pertaining to the Federal Anti-Discrimination Law known as Title VII. It also provides the student with the knowledge to understand EEO/AA and the Law as it pertains to the Fire Service.

Prerequisite: Personal Data Sheet on file at the FRTA.

Cultural Diversity – 3 hours

Course Description – This course will assist the student in transitioning into the culture and traditions of the fire service. The student will gain the knowledge to work in an environment of cultural diversity within the fire service.

Prerequisite: Personal Data Sheet on file at the FRTA.

Hazardous Materials First Responders Operations – 24 hours

Course Description – (In compliance with Title 29 CFR Part 1910.120, NFPA 472, 2002 edition and NFPA 473, 2002 edition) During the Awareness portion of this course the student will gain the ability to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area. During the

Operational portion, the student will learn how to respond in a defensive fashion to control the release from a safe distance and practice techniques to prevent spreading.

Prerequisite: Personal Data Sheet on file at the FRTA, a current record of compliance with the physical requirements of Montgomery County Executive Regulation 01 – 05 AM on file at FRTA, SCBA Fit test and Personal Protective Equipment course completion.

Personal Protective Equipment (PPE) – 6 hours (*offered in EMT-B and Firefighter I classes*)

Course Description – Provides the student with knowledge regarding their personal protective equipment, and the skills to properly don and doff their personal protective equipment.

Prerequisite: Personal Data Sheet, current physical, and SCBA fit test, all on file at the FRTA. Students must be in compliance with FRC Executive Reg. #44-91 hair safety and grooming standards. Students are required to bring a full set of NFPA compliant turn out gear including pants, coat, boots, helmet, gloves, and hood, as well as ANSI compliant eye protection.

EMT-B Basic – 131 hours (116 hours classroom, 10 hours internship, 5 hours testing)

Course Description – The student will be able to recognize, assess, and manage medical and trauma patients, determine and use appropriate equipment for patient management and care, communicate and work with other emergency services personnel and maintain patient and department records.

Prerequisite: Personal Data Sheet, a current Physical and SCBA Fit test all on file at the FRTA, as well as a department affiliation form.

Firefighter I and II – 162 hours (Firefighter I - 102 hours, Firefighter II - 60 hours) (*Previously Essentials of Firefighting*)

Course Description – The student will be able to understand and apply the principles of fire behavior, building construction, water distribution systems, fixed fire protection systems, ventilation, hose streams, fire prevention and inspections, ladders, and rescue techniques. In addition to the topics listed above, this course also covers fire department organization, communications, incident command system, ropes and knots, safety, personal protective equipment, respiratory protection, fire extinguishers, forcible entry, search and rescue procedures, and sprinkler systems. The students will also gain the knowledge and skills to safely and effectively perform basic fire fighting operations as part of a team. ****ALL SESSIONS ARE MANDATORY****

Prerequisite: Personal Data Sheet, a current Physical and SCBA Fit test, all on file at the FRTA. These courses should be registered for and taken together. However, students must register for each class separately. Priority for Firefighter II will be given to those students who proceed from the associated Firefighter I class.

Aerial Apparatus Operator – 30 hours

Course Description – To provide the knowledge and skills to operate a fire department aerial ladder truck and associated equipment. Major topics covered in the course are truck company operations, tool requirements, terminology, techniques of spotting, stabilizing, working angles, loading, extreme operating conditions, raising and lowering, controls and valves, hydraulic systems, water tower operations, standpipe operations, ladders, safety rules, maintenance and testing.

Prerequisite: Successful completion of Firefighter I and II courses or equivalency.

EVOC – 39 hours

Course Description – The student will be able to describe the major concepts of emergency vehicle driving, including safety, legal issues, communications, vehicle inspection and preparation, physical forces affecting driving, the operation of an emergency vehicle, and demonstrate basic competency as a driver of an emergency vehicle.

Prerequisite: Must be at least 19 years old and present a valid non-provisional driver's license at the first session. Firefighter I and II or equivalency, or EMT/B and a current physical examination must be on file at the FRTA. Request for registration from the Local Volunteer Fire/Rescue Chief will be accepted for administrative personnel.

Rescue Technician – 66 hours

Course Description – The student will learn the principles and hazards of rescue and demonstrate the use of tools and equipment to properly and safely perform auto extrication, rudimentary rigging, ladder rescue, forcible entry operations, and overland repelling. Major topics covered in this course include: maintenance and inspection of rope, anchoring and mechanical advantage, slope operations and evacuations, vehicular stabilization and extrication, specialty tools, hand tools, power and hydraulic tools, vehicular design of autos, buses and trucks, elevators, escalators, farm equipment and mining/industrial equipment/machinery. ****ALL SESSIONS ARE MANDATORY****

Prerequisite: Personal Data Sheet, a current physical and SCBA Fit test, all on file at the FRTA, Firefighter I and Firefighter II or equivalency and EMT B.

Pumps & Hydraulics – 30 hours

Course Description – The student will learn to provide the necessary pressures for all types of nozzles and hose lines carried on fire department apparatus. The student will also learn to calculate pressures needed for supply, relay and attack pumpers as well as drafting operations. Major topics covered in the course are basic terminology, water supply, water pressure and gauges, hydraulics, positive displacement props, centrifugal pumps, relief valves, pressure governors, primers, water sources and maintenance.

Prerequisite: Firefighter I and Firefighter II or equivalency

EMT-B Recertification – 24 hours

Course Description – The student will review the roles and responsibilities of the EMT-B that is required for the emergency care of medical and trauma patients including assessing the patient, managing the airway, recognizing signs and symptoms, providing care for adults and children with medical conditions, trauma injuries and for conditions of emergency childbirth.

Prerequisite: Valid Maryland EMT-B card or letter of extension from MIEMSS or valid out of state EMT-B card with letter of reciprocity from MIEMSS.

EMT-I (Intermediate) Training – 540 hours

Course Description – The student is prepared to function as a Maryland CRT-99 (National Registry EMT-I). The CRT-99 functions as an advanced level charge medic in the pre-hospital environment providing the following: advanced assessment and management of all patients, advanced airway management, cardiac monitoring, 12 lead EKG interpretation, defibrillation and cardioversion, pacing, IV's, intraosseus, administration of medications, and chest decompression.

Prerequisite: EMT-B with 2 years experience or 150 calls as charge EMT, and successful completion of pre-entrance requirements.

EMT-I to P Bridge Course – 442 hours

Course Description – The student is prepared to function as a Maryland EMT-P (National Registry Paramedic). They will have the same level of functioning and skills as that of an EMT-I, plus nasotracheal intubation and additional medications.

Prerequisite: Successful completion of an EMT-I course, National Registry EMT-I certification, and an Anatomy and Physiology course that is provided in the EMT-I course or a college certification course.

Boat Operations – 8 hours

Course Description – To provide the knowledge and skills to operate fire department boats and associated equipment

Prerequisite: Personal Data Sheet and current physical, both on file at the FRTA.

EMS Officer I – 48 hours

Course Description – The student will obtain supervisory training in company/departamental emergency medical services operations and administrative responsibilities at the first line supervisory level. Upon completion of this course, the student will be able to effectively manage Human Resources; community/public relations; EMS company/departamental organization and administration, including budgets, reports, incident pre-planning, public EMS education, safety and emergency services delivery.

Prerequisite: Rank of EMS Provider III, EMS Company Level Operations or Strategies and Tactics.

Fire Officer I – 60 hours

Course Description – The student will obtain training in company operations and administration at the first line supervisory level. The student will be able to effectively manage human resources; community/public relations; fire department organization and administration including: budgets, reports, planning, fire inspection, investigation, public education, emergency service delivery and safety.

Prerequisite: Rank of Firefighter III

Fire Officer II – 45 hours (updated January 2009)

Course Description – The student will build upon the knowledge they received in Fire Officer I class. The student will learn to manage resources, command incidents and integrate with other agencies.

Prerequisite: Rank of Fire/Rescue Lieutenant and Fire Officer I.

Fire Officer III – 48 hours

Course Description – To prepare current/potential Chief Officers at the Company/Department/Organizational level for the job performance requirements and challenges of the fire service in the 21st century. The student will be able to qualify for certification at the Fire Officer III Level and function as a participant in the day to day administrative/operationally focused process of fire service organizational activities, including Human Resource Management, Ethics, Community Outreach Programming, Central Record/Data Repository Systems, Budgeting processes, Inspections/Pre-Incident Planning, Safety Program Development, In-Basket Assessment and Incident Planning with multi agency involvement.

Prerequisite: Rank of Fire/Rescue Captain and Fire Officer II.

Instructor I – 30 hours

Course Description – Upon successful completion of this course, the student will be able to plan instruction using a variety of educational methods, teach diverse learners, evaluate course outcomes, and address the legal issues pertaining to training. Major topics covered in the course are: speaking before a group, safety, the instructor's role, legal considerations, the psychology of learning, instructional delivery, practical training evolutions and instructional media, testing and evaluation.

Prerequisite: EMT-B or Firefighter I and II courses or equivalency

Instructor II – 30 hours

Course Descriptions – To prepare the student to use instructional methodologies that address various learning styles; to plan and develop lessons and programs; to develop examination methods and forms; and to develop and maintain a record and reporting system. Major topics covered in the course are planning instruction, five-step process for planning and training management, needs analysis, course objectives, task analysis, lesson plan components, testing and evaluation.

Prerequisite: Instructor I, EMT-B or Firefighter I and II courses or equivalency

Strategy & Tactics – 45 hours

Course Description – This course uses a systems approach to guide the student through the process of problem identification and solution response. The course covers preplanning, building construction, size-up and scene control for simple and complex emergency incidents. It will guide the student through the command sequence and the seven basic strategies (RECEO-VS) Rescue, Exposures, Confinement, Extinguishment, Overhaul, Ventilation and Salvage. The student will learn how to implement strategies, tactics, tasks and assign Divisions and Groups to the initial companies. The sessions will include case studies and scenario exercises using the table top in the Command Development Training Center.

Prerequisite: Firefighter I and II courses or EMT-B

Class A Apparatus Drivers Course – 70 hours

Course Description – The MCFRTA Class A Driver Course training consists of 15 hours of classroom instruction and 55 hours of road and field instruction, for a total of 70 hours. This course is the first step in the driver training process for tractor drawn fire apparatus and will prepare the firefighter for driver operator training on Class A Fire Apparatus for the front driver position and the tiller position.

Class A Driver Classroom Hours:

Classroom hours for Class A driver training consist of an orientation, special features of fire apparatus, Maryland vehicle laws as well as vehicle and brake inspection checks. Handling the tractor drawn aerial portion of the truck driver training course covers vehicle start up, shut down and operation. The student also learns basic safe driving techniques, speed and space management, right and left turns, backing, parking, communicating with others on the road and special concerns. Hazards, emergency vehicle maneuvers, and collisions are topics also covered in classroom training with emphasis on entering and exiting roadways, city and night driving and driving in extreme weather. The driver training student is given collision avoidance guidelines and learns emergency maneuvers, skid control and how to deal with hazards on the roadway.

The Class A Driver Course also provides its students with interactive training using a virtual reality driving simulator. This innovative driver training tool puts the student behind the wheel and challenges them to drive through a virtual world of busy

interstate highways, narrow two-lane highways, bustling city streets and dangerous mountain roads, providing them with "real-life" driving experiences.

Class A Driver Field Training:

The remainder of the Class A Driver Course time is spent learning the pre-trip inspection on the vehicle and how to conduct a MCFRS brake test. Students will complete practical skills for both the driver and tiller positions in parallel parking, successfully maneuver a Class A fire apparatus through a cone course and complete road driving using the Smith System for Space Cushion driving.

Prerequisite: Must be at least 20 years old and possess a valid Maryland Class B License, or out of state equivalency or Class B drivers course as required. IECS certified, Rank of Firefighter II and Class B Apparatus driver for 1 year, 3 years MCFRS experience, MCFRTA Aerial Operator Course.

Class B Apparatus Drivers Course – 70 hours

Course Description – The MCFRTA Class B Driver Training Course consists of 20 hours of classroom instruction and 50 hours of road and field instruction, for a total of 70 hours. This course is the first step in the driver training process and will prepare the firefighter for driver operator training on Class B Fire Apparatus.

Class B Driver Classroom Hours:

Classroom hours for Class B driver training consist of an orientation, special features of fire apparatus, Maryland vehicle laws as well as vehicle and brake inspections checks. It also covers vehicle start up, shut down and operation. The student also learns basic safe driving techniques, speed and space management, right and left turns, backing, parking, communicating with others on the road and special concerns. Hazards, emergency vehicle maneuvers and collisions are topics also covered in classroom training with emphasis on entering and exiting roadways, city and night driving and driving in extreme weather. The driver training student is given collision avoidance guidelines and learns emergency maneuvers, skid control and how to deal with hazards on the roadway.

The Class B Driver Course also provides its students with interactive training using a virtual reality driving simulator. This innovative driver training tool puts the student behind the wheel and challenges them to drive through a virtual world of busy interstate highways, narrow two-lane highways, bustling city streets and dangerous mountain roads, providing them with "real-life" driving experiences.

Class B Driver Field Training:

The remainder of the Class B Driver Course time is spent learning the pre-trip inspection on the vehicle and how to conduct a MCFRS brake test. Students will complete practical skills in parallel parking, successfully maneuver a Class B fire apparatus through a cone course and complete road driving using the Smith System for Space Cushion driving.

Prerequisite: Must be at least 20 years old and possess a valid Maryland Class C License, or out of state equivalency. IECS certified, Rank of Firefighter II and EMS unit

driver for 1 year, 2 years of MCFRS experience, MCFRTA Pumps & Hydraulics or Rescue Technician or Aerial Operator Course.

Asst. Chief R. Michael Clemens
Training Officer

Chief Thomas W. Carr, Jr.
Fire Chief

UPDATED: April 23, 2008